



**11.2.4 Pest Control
Program**

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

1. OBJECTIVE:

This procedure describes the process to effectively monitor and control the presence of pests inside and around the plant facilities using an approved chemicals and pest control devices in combination with pest exclusion and good sanitation practices.

2. SCOPE:

Internal and external building and facility, program for pest elimination in a safe manner in accordance to food safety program and procedures to control pests listed here but not limited to: rodents (rats/mice), cockroaches, nates, spiders, crickets, ants, flies, mosquitoes, birds, moth, beetles, snails, centipedes, crickets, earwigs, firebrats, flies , millipedes , pill bugs, sow bugs, spiders springtail; and other occasional invaders.

3. RESPONSIBILITIES:

3.1 Food Safety Quality Director (SQF Practitioner) or designee is responsible:

3.1.1 for the management and compliance of this procedure to the FSMS requirements.

3.1.2 for the implementation of this procedure, evaluation and verification of results, management of documentations and facilitation of trainings and corrective measures.

3.1.3 for the Supervision of the pest control activities and to ensure that it's done within the limits prescribed by law.

3.1.4 For Creation of instructions, procedures and establishment of proper reporting and documentations.

3.1.5 For Verifying pest control activities

3.1.6 To Arrange training when appropriate.

3.2 FSQ Technician / Supervisor responsible to:

3.2.1 Perform visual inspection of all areas inside and outside the facility to monitor pest activity

3.2.2 Perform pre-operational inspection

3.2.3 Initiate Corrective Action when pest activity is found by FSQ or the Pest Control Officer

3.3 3rd party Licensed Pest Control Officer / Technician is responsible:

3.3.1 Perform visual inspection and monitor all traps included on the Pest control program

3.3.2 Document and report all findings during inspection

3.3.3 Provide treatment and recommendations whenever there are any pest activities

4. FREQUENCY:

a. Weekly inspection of the internal traps -Refer to the Pest Control Book from Western Exterminators

b. As needed

5. PROCEDURE

5.1 **Pest Control Technician Inspection** - A weekly inspection is conducted by the 3rd party Pest Control Technician.



**11.2.4 Pest Control
Program**

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

5.2 Pest Control Devices / Traps

- 5.2.1 Bait stations shall be used only outside the plant at maximum intervals of 50-100 feet from each other around the exterior of the building, to monitor rodent or mice activity.
- 5.2.2 An inspection perimeter is set in the outside area, warehouse and production area.
 - Tin Cats / Outside Bait station
 - Fly lights
 - Glue boards
 - Pheromone Traps
- 5.2.3 Pesticide Bait station shall only be use outside manufacturing and storage facilities.
- 5.2.4 Tin Cats, Glue Board and Catch-All traps shall be use inside the manufacturing and storage facilities, in a non-food handling or processing areas.
- 5.2.5 Only Insect Light Trap (ILT) equipped with glue boards and a shutter proof bulbs shall be use inside manufacturing and storage facilities, in a non-food handling or processing areas.
- 5.2.6 Visual inspection and UV lamp use shall be included in the monitoring plan.
- 5.2.7 A map indicating the location of bait station, traps and other monitoring devices shall be kept and updated whenever necessary.
- 5.2.8 A matrix showing result of pest activities on all sites shall be generated and kept on file.
- 5.2.9 Pheromone Traps shall be used in the warehouse for monitoring beetles and insect activities.

5.3 Chemical Treatment - Only the licensed Pest Control Technician is allowed to perform chemical treatment using the approved chemicals and insecticides by EPA.

- 5.3.1 Non-Residual Liquid Spray or Aerosol:
 - 5.3.1.1 Space treatment or fogging - Cafeteria's, Locker Room, Warehouses/ Storage areas, offices, maintenance shop, engine room.
 - 5.3.1.2 Only approved Pest Control Substances listed in the Organic Compliance Plan Addendum Material List shall be used in Dry Warehouses designated to storage Organic Ingredients, consequently all Organic Products should be removed from the area before treatment.
 - 5.3.1.3 Chemicals and Pesticides on site - All Chemicals and Pesticides stored on-site must have a corresponding SDS and stored in the proper storage. Namar Foods does not keep or store any chemicals and pesticides on-site.

5.4 Pest Exclusion, Prevention of Harborage and Breeding Grounds:

- 5.4.1 Building Design and Maintenance:
 - 5.4.1.1 Building design and maintenance shall meet the standards set by applicable regulatory agencies e.g. USDA, FDA.
 - 5.4.1.2 Air intake and exhaust vents shall have adequate screen and or filters.
 - 5.4.1.3 Overhead pipes shall be of sufficient height and spacing to provide ease of maintenance and cleaning. Pipe insulation shall be in good condition w/ no tears, holes or open seams.
 - 5.4.1.4 Screen size shall not exceed 1/16" mesh and unprotected exterior openings shall not exceed 1/4" square.
 - 5.4.1.5 Holes or opening created for pipelines, electrical conduit and vents shall be completely sealed. Opening to exterior walls shall be sealed or screened.
 - 5.4.1.6 Floor drains shall have properly fitted screens and covers.



**11.2.4 Pest Control
Program**

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

- 5.4.1.7 Dock doors shall be of sufficient size and shall have resilient buffers around them.
- 5.4.1.8 A rodent guard shall be in place at the loading docks entrances, where rodent can gain access.
- 5.4.1.9 Buildings used for food storage and/or production shall be rodent proof.
- 5.4.1.10 Wall attachments, such as Electrical Boxes, Cabinets etc.. Shall be sealed to the wall or caulked. Or they may be spaced out from the wall to afford easy cleaning.
- 5.4.1.11 Door entrances to the manufacturing and warehouse building shall be self-closing and equipped with air curtain.
- 5.4.1.12 Gaps on door entrances and dock leveler shall be sealed to prevent entrance of crawling insects, birds, mice or rodent.
- 5.4.1.13 Warehouse racking or pallet stocking shall provide at least 16" to 18" of clearance from the wall to allow inspection around the areas when appropriate. The goal is to maintain general cleanliness of these areas.
- 5.4.1.14 When possible, rolling doors entrances that leaves a wide space opening shall be equipped with plastic curtains to prevent bird entry. Gaps and crevices shall also be sealed.
- 5.4.1.15 Drains and slopes shall be constructed to prevent water pooling.
- 5.4.1.16 Interior doors shall close properly. This is to contain infestation to one area should it occur. Interior doors should be kept closed when not in immediate use.

5.4.2 Sanitation Practices:

- 5.4.2.1 Grass or weeds around the plant buildings shall not exceed 6" in height within 12 feet of the building. Trees shall be trimmed so that it does not touch any part of the building structure and prevent birds from nesting and harboring.
- 5.4.2.2 Food scrap and/or litter shall not to be allowed to accumulate on the ground. Trash bins and power compactors shall be kept in working order.
- 5.4.2.3 Front and Back yards shall be maintained in a clean and orderly condition, useful materials or equipment shall not be in direct contact with the ground.
- 5.4.2.4 Trash containers shall not be overfilled and shall always remain covered.
- 5.4.2.5 Items stored outside and brought into the plant (e.g. equipment parts, pallets, etc.) shall be thoroughly cleaned and inspected for pest contamination.
- 5.4.2.6 Ceiling shall be in good repair. Holes in tiles must be permanently repaired. Missing or loose ceiling tiles must be replaced or adjusted for proper fittings.
- 5.4.2.7 Outside and inside doors and windows shall be undamaged. Any damages shall be reported and repaired promptly.
- 5.4.2.8 Walls & floors shall be maintained so that cracks, holes and crevices are properly sealed.
- 5.4.2.9 Incoming ingredients and packaging materials shall be inspected for signs of pest presence or contamination.



**11.2.4 Pest Control
Program**

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

- 5.4.2.10 Containers of raw material damaged by plant personnel shall be immediately protected and stored properly. QC must be immediately notified of each damaged container
- 5.4.2.11 Warehouse Lead shall maintain good housekeeping practices in their areas.
- 5.4.2.12 Straw brooms are not permitted in food storage and/or manufacturing areas, as they are ideal breeding places for pests.
- 5.4.2.13 Outside doors and windows shall be kept shut or properly screened if opened.
- 5.4.2.14 Electrical and other boxes shall remain closed except for purpose of maintenance and repair.
- 5.4.2.15 Unused piping, conduits, electrical boxes, etc. shall be removed. These are possible hiding and breeding places for insects.

5.5 Monitoring Pest Activity:

- 5.5.1 Tin cat devices shall be place at every door entrance of the manufacturing building, loading docks, dry warehouse, maintenance shop, cafeteria, locker room and others at the discretion of the Pest Control Applicator.
- 5.5.2 When appropriate apply to inside exterior wall, glue boards and catch-all traps shall be place at the hallways, storage room, loading dock area, dry warehouse, back of racking system, battery charging station and other places where potential for crawling insect, rodent or mice to be present in case of entry to the facilities.
- 5.5.3 Insect light traps (ILT) with glue board shall be use inside the building by the loading dock or entrance doors to monitor flying insect activities. Control Officer.
- 5.5.4 When appropriate, Inspection of the dry storages or warehouses using UV lamp and visual shall be done at a pre-determine frequency based on known activity to detect rodent, mice, crawling and flying insect activities.
- 5.5.5 Pheromone traps, bait stations, glue boards and ILT's shall be inspected weekly. The Pest Control Applicator shall facilitate analyses of observation, pest identification and corrective action.
- 5.5.6 Monitoring frequency shall be based on historical data of pest activity and increase, when necessary, based on elevation of pest activity.
 - 5.5.6.1 Outside bait station: once per month
 - 5.5.6.2 Tin Cat and/or Glue board: once per week
 - 5.5.6.3 Pheromone Trap: once per week
 - 5.5.6.4 Fly lights: at min. once per week
- 5.5.7 ONLY the PCO can open pest control devices.
- 5.5.8 Monitoring and inspections will also be conducted on the suspended ceilings pest control devices, whenever applicable.
- 5.5.9 Every quarter, the FSQ Director / Supervisor or designee shall verify pest control activity by inserting verification card around interior pest devices and the exterior bait station. PCO shall return the verification card to the FSQ Department designee to complete the verification. Another method is the direct observation, where the FSQ Supervisor will perform direct observation by going with the PCO while performing regular inspections.
- 5.5.10 Pest Control Contractor shall provide pest trend analysis and discuss with the FSQ Director or designee monthly.



**11.2.4 Pest Control
Program**

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

5.5.11 All reports and records are stored and can be reviewed on the IPM Manual issued by the 3rd party agency.

5.6 Annual Assessment - the Program will be evaluated once a year, through visual observation, review of records during monthly GMP audit and annual internal audit. At this point, there will be a chance to revise or keep the existing program based on the program's effectiveness.

6.0 Corrective Action for Pest Infestation:

6.1 Determining Infestation:

6.1.1.1 Visual sightings.

6.1.1.2 Significant increase in activities as shown by trap catch or bait stations via trend analysis.

6.1.2 An investigation shall be triggered for root cause analysis of the pest activity and provide solution to control pest.

6.1.3 General Requirements for the Elimination of Pest:

6.1.3.1 All operations in the affected areas shall be stopped immediately. FSQ Director and Operations Manager or Supervisor shall be notified.

6.1.3.2 The area shall be immediately quarantined in a manner that will prevent transport of pest to other areas. Food contact surfaces that have been contaminated shall be tagged for the presence of rodent, mice, birds and other similar pests, all equipment and accessories in the quarantined area shall be washed and sanitized.

6.1.3.3 The FSQ Director and Operations Manager shall examine the extent of the infestation around the area and adjacent vicinity. Any equipment or accessories present in the area shall be included for further evaluation.

6.1.3.4 All food items, products and packaging materials shall be examined to determine possible contamination. Items that are not contaminated shall be removed from the area. Contaminated items shall be segregated and sealed for proper disposal.

6.1.3.5 Call the 3rd party PCO immediately

6.1.3.6 The area shall be restricted to Pest Control, Sanitation and FSQ personnel only.

6.1.3.7 Depending on the situation, if the incident can be immediately handled internally, i.e. bugs infestation, discard the affected product and clean the area.

6.1.3.8 Schedule fogging with the 3rd party Pest control agency if needed.

6.2 Pest Control Program training shall be provided to all members at least once a year for staff awareness.

7.0 Forms and Records:

7.1 Pest Control Map

7.2 3rd party Pest Control Program Manual

7.3 3rd party Pest Control Verification Records

mc
CONFIDENTIAL



Document name:

**11.2.4 Pest Control
Program**

Document #:

NQAP – 056

Issued Date: 07/24/2019

Revised Date: 11/06/2023

Revision No.2

Authorized By: Director of FSQ and R&D

History of Changes:

Revision No.	Date	Details of Changes	Revised by:
1	05/01/2022	Revised procedure to comply with SQF Ed. 9	MBCabrera
2	11/06/2023	Added section 5.6	MBCabrera